

CONFIDENTIAL

DD/S 60-2429

23 June 1960

MEMORANDUM FOR: Mr. Baird

SUBJECT : In-Basket Exercise for Possible Support Officer Seminar

1. As I indicated to you by phone yesterday, Colonel White agrees that a series of seminars or a regular course at some future time for Support Officers is something we may want to plan for.

25X1A 2. During the past months I have talked to several of the Support Officers about this in an effort to determine the particular subjects they would like to hear discussed in such a course. When I talked with [REDACTED] he suggested that these topics might lend themselves conveniently to an in-basket format, and I agree that, if appropriately and carefully worked out, this would be a dynamic method of presenting the problems.

25X1A 3. If there is room in [REDACTED] schedule for drafting a plan for one in-basket exercise before he leaves your Office, Colonel White would like to see this done. Obviously this would be of real benefit to whatever Faculty would be working on such a course in the future.

[REDACTED]
25X1A

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